

To: Qualified Engineers

From: Brookfield Conservation Commission

Date: July 31, 2013

Re: Request for Proposal for Gurski Homestead

The Conservation Commission is currently accepting bids for the following request for proposal. Please see the enclosed information for further detail.

Thank you.

GURSKI HOMESTEAD
REQUEST FOR PROPOSALS
July 30, 2013

The Town of Brookfield is seeking proposals for consultant services for an historic structural engineer to conduct a structural assessment and stabilization plan for building on the town's Gurski Homestead property in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. The project is funded by grant funds from the Community Investment Act of the State of Connecticut as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO). Work must be done in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. . Consultants must meet the Secretary of the Interior's, Professional Minimum Qualification Standards for Historic Engineer 36 CFR 61 (attached).

Sealed proposals must be received by August 14, 2013. The Town of Brookfield reserves the right to award in part, to reject any and all proposals in whole or in part, or waive technical defects, irregularities, and omissions if, in its judgment, the best interest of the Town of Brookfield will be served.

The request for proposal is available from:
Alice Dew, Brookfield Conservation Commission
Town of Brookfield
100 Pocono Road,
Brookfield, CT 06804

The Town of Brookfield is an Affirmative Action-Equal Opportunity Employer. Women and Minorities are encouraged to submit a proposal.

This project received state funds from the Department of Economic and Community Development, State Historic Preservation Office. Regulations of the State of Connecticut prohibit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability.

SELECTION CRITERIA: The selection for award will be based on lowest responsible and qualified bidder. Responsibility will be evaluated based on the candidate's previous experience, qualifications, references, and the ability to competently complete the work within the allotted budget and period of time. This project requires a structural engineer, as approved by the Department of Economic and Community Development, who meets the Secretary of the Interior's, Professional Minimum Qualification Standards for Historic Engineer.

DESCRIPTION OF PROJECT

Consultant is expected to coordinate efforts with the project coordinator, Alice Dew, Brookfield Conservation Commission Chairman. Consultant may also need to do a site file review at the State Historic Preservation Office in Hartford, CT.

SCOPE OF WORK

The Brookfield Conservation Commission is requesting the services of a qualified structural engineer with proficiency in the practice of historic preservation to conduct a structural assessment and stabilization plan for the buildings on the Town of Brookfield's Gurski Homestead property in accordance with the guidelines of the State Historic Preservation Office of the Department of Economic and Community Development. The buildings to be evaluated are one farmhouse, one barn and 6 outbuildings (corn crib, privy, storage shed, etc.). The evaluation should include location on the property, date of construction and the size of each structure.

DELIVERABLES

The town of Brookfield is requesting the services of a qualified historic engineer familiar with the Secretary of the Interior's Standards for Rehabilitation to produce a structural assessment and stabilization plan of the one front farmhouse, one barn and 6 outbuildings (a corn crib, privy and several storage sheds) as well as a map showing the locations of the buildings at the Gurski Homestead property at 26 Obtuse Hill Road, Brookfield, CT.

The report shall include measured floor plans, narrative describing existing conditions, preliminary engineering design and drawing to assist in the plans for stabilization, photographs of the structures tied to key plan and a prioritized list of repairs and estimates of probable costs. The report shall also acknowledge the State Historic Preservation Office of the Department of Economic and Community Development by including the following and the Department's logo:
The Town of Brookfield received support for this historic preservation project from the State Historic Preservation Office of the Dept. of Economic and Community Development with funds from the Community Investment Act of the State of Connecticut.

The consultant will produce four printed copies and 2 electronic copies of the report.

PROJECT TIMETABLE (Dates shown are latest, but work may be accomplished earlier).

The project shall begin on September 25, 2013 and is to be completed no later than December 31, 2013.

August 14, 2013 – RFP response deadline.

August 16, 2013 - Consultant interviews and subsequent selection of consultant for project.

September 24, 2013 - Board of Selectmen and Local Government Grant Coordinator approval of contract with consultant.

October 11, 2013 – Initial kick-off meeting with consultant, Architectural Historian Mary Dunne from DECD, SHPO, Brookfield Conservation Commission and Brookfield HDC. Review of existing forms and GIS Map indicating Historic Resources within Brookfield, CT

November 6, 2013 – Brookfield Conservation Commission meeting with presentation of list of buildings.

December 6, 2013 – Brookfield Conservation Commission meeting and presentation of draft text for entire survey, including inventory forms. The Town Of Brookfield Conservation Commission reserves the right to request a draft in hard copy paper form at no additional expense if electronic draft is not suitable.

December 31, 2013 – Final submission of Historic Resources Inventory.

February 13, 2014 – Final project and reimbursement invoices submitted to DECD, State Historic Preservation Office, Certified Local Government Grants Coordinator, and Brookfield Conservation Commission.

PROJECT REQUIREMENTS

- Consultant must meet the standards for Historical Engineer as specified in 36 CFR 61, Appendix A Minimum Professional Qualifications.
- The contract for the project is not to exceed \$10,000.00 inclusive of all consultant time and expenses related to conducting the project.
- Any and all copyright rights or other proprietary interests in the report will be held by the State Historic Preservation Office of the Department of Economic and Community Development. The Consultant shall, whenever so requested by the State, sign (with proper notarization or other lawful acknowledgement of its signature) and deliver to the State a letter of agreement, in form and content satisfactory to the State, stating that the Contractor thereby irrevocably transfers to the State all of its copyright and other proprietary interests.

Award: Interviews with prospective consultants will be scheduled for August 16 – August 23, 2013. The selection for award will be based on lowest responsible and qualified bidder. Responsibility will be evaluated based on the candidate's previous experience, qualifications of the bidder including quality of the proposal, references, quality of samples (previous work products), and previous experience, references, and the ability to competently complete the work within the allotted budget and period of time. The consultant must be approved by the Department prior to award. The Department and Town of Brookfield Conservation Commission expect to select a consultant and award a contract on or about September 5, 2013.

REQUEST FOR PROPOSALS CONDITIONS:

- All proposals in response to this RFP are to be the sole property of the Town of Brookfield Conservation Commission. Proposers are encouraged not to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
- Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the Town of Brookfield Conservation Commission. Copyrights shall belong to the Department.

- Timing and sequence of events resulting from this RFP will ultimately be determined by the Town of Brookfield Conservation Commission
- The Proposer agrees that the proposal will remain valid for a period of 180 days after the deadline for submission and may be extended beyond that time by mutual agreement.
- The Town of Brookfield Conservation Commission may amend or cancel this RFP, prior to the due date and time, if it deems it to be necessary, appropriate or otherwise in the best interest of the Town of Brookfield Conservation Commission. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered.
- The Proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel assigned to the project must be approved by the Town of Brookfield Conservation Commission in advance of their exclusion or inclusion, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the Town of Brookfield Conservation Commission and the Department. At its discretion, the Town of Brookfield Conservation Commission may require removal and replacement of any of the Proposer's personnel who do not perform adequately on the project in the sole opinion of the Town of Brookfield Conservation Commission, regardless of whether they were previously approved by the Town of Brookfield Conservation Commission.
- Any costs and expenses incurred by Proposers in preparing or submitting proposals are the sole responsibility of the Proposer.
- A Proposer must be prepared to present evidence of experience, ability, service facilities, and financial condition necessary to satisfactorily meet the requirements set forth or implied in the proposal.
- No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the Town of Brookfield Conservation Commission at the Proposer's sole cost and expense.
- In some cases, Proposers may be asked to give demonstrations, interviews, presentations or further explanation to the RFP's Screening Committee.
- The Proposer represents and warrants that the proposal is not made in connection with any other Proposer and is in all respects fair and without collusion or fraud. The Proposer further represents and warrants that the Proposer did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the Town of Brookfield Conservation Commission participated directly in the Proposer's proposal preparation.
- The Proposer must accept the Town of Brookfield Conservation Commission standard contract language and conditions.
- The contract will represent the entire agreement between the Proposer and the Town of Brookfield Conservation Commission and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town of Brookfield Conservation Commission shall assume no liability for payment of services under the terms of the contract until the successful Proposer is notified that the contract has been accepted and approved by the Town of Brookfield Conservation

Commission. The contract may be amended only by means of a written instrument signed by the Town of Brookfield Conservation Commission and the Proposer.

- Rights Reserved to the Town of Brookfield Conservation Commission. The Town of Brookfield Conservation Commission reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the Proposer is in default of any prior Town of Brookfield Conservation Commission contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. The Town of Brookfield Conservation Commission also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the Town of Brookfield Conservation Commission will be served.

The Town of Brookfield Conservation Commission reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Proposer and subsequently awarding the contract to another Proposer. Such action on the part of the Town of Brookfield Conservation Commission shall not constitute a breach of contract on the part of the Town of Brookfield Conservation Commission since the contract with the initial Proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Town of Brookfield Conservation Commission and the Proposer.

PROPOSAL REQUIREMENTS

Proposals must (1) be word processed; (2) be printed on white paper; and (3) use a font size of not less than 10 points. All proposals must be submitted in sealed envelopes or packages addressed to

Alice Dew, Brookfield Conservation Commission
Town of Brookfield
100 Pocono Road
Brookfield, CT 06804

Proposals transmitted by Fax or Email will not be accepted or reviewed.

Proposal must contain the following items:

- Resume
- References-include three letters of reference from recent clients. Provide the name, title, company address, and phone number for each reference.
- Writing sample
- Written affirmation that the Proposer has read and accepts the RFP's conditions, the Town of Brookfield Conservation Commission's standard contract and conditions and the Town of Brookfield Conservation Commission's contract compliance requirements in their entirety and without amendment. The statement must be signed by the Proposer.

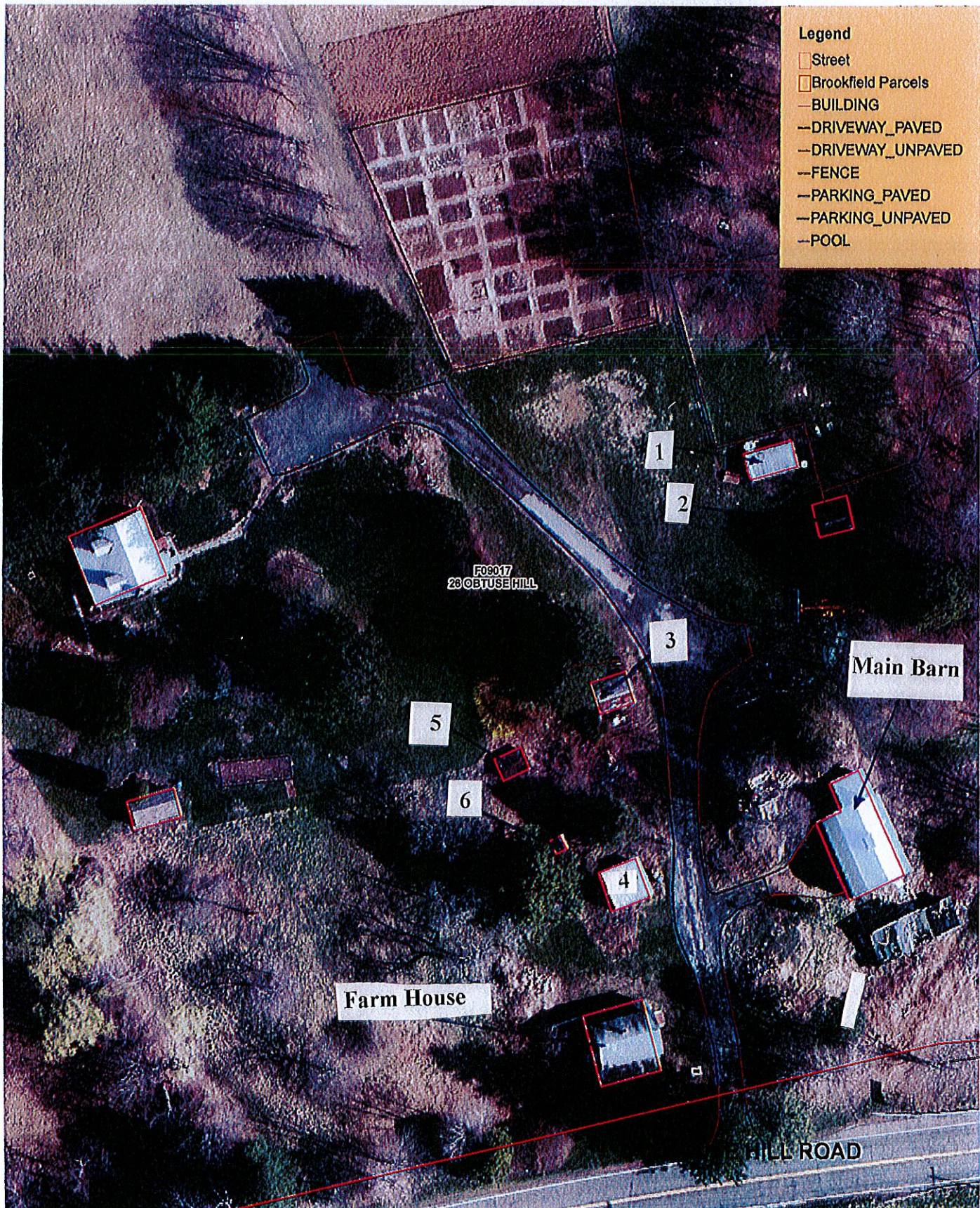
All responses to the RFP must conform to the instructions. Failure to: include any required signatures; provide the required number of copies; to meet deadlines for submission; may result in rejection of the proposal.

Proposals must be submitted in a sealed envelope marked "RFP 2012 -Historic Building Survey" and must be received by August 7, 2013

Address proposals to:

Alice W. Dew, Brookfield Conservation Commission
Town of Brookfield
100 Pocono Road
Brookfield, CT 06804

Questions are to be in writing/email and directed as above for circulation to and response by a representative of Town of Brookfield Conservation Commission. Responses will be sent via e-mail to all interested persons.



Town of Brookfield, CT - GIS Map

MAP DISCLAIMER-NOTICE OF LIABILITY

This map is for planning purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Brookfield and its mapping contractors assume no legal responsibility for the information contained herein.



ENGINEERING

HISTORIC PRESERVATION PROFESSIONAL QUALIFICATION STANDARDS

Engineering is the practice of applying scientific principles to the research, planning, design, and management of structures and machines such as roads, bridges, canals, dams, docks, locomotives, and buildings, including their structural, electrical, or mechanical systems. Historic Engineering involves specialized training in engineering principles, theories, concepts, methods, and technologies of the past, and appropriate methods of interpreting and preserving historic engineered structures or machinery.

Standard for Engineering

(a) The applicant, employee, consultant, or advisor will have a State Government-recognized license to practice civil or structural engineering, **PLUS**, a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of engineering that enables professional judgments to be made about the documentation or treatment of historic structures and machines in the United States and its Territories; **AND** products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Engineers); **OR...**

(b) A Masters of Civil Engineering degree with demonstrable course work in Historic Preservation, for historic structures rehabilitation, **PLUS** a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Engineering that enables professional judgments to be made about the documentation or treatment of historic structures and machines in the United States and its Territories; **AND** products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Engineers); **OR...**

(c) A Bachelors of Civil Engineering degree with at least one year of graduate study in History of Technology, Historic Preservation, Engineering History, or a closely related field (see Academic Background for Engineers), **PLUS** a minimum of two (2) years of full-time professional experience applying the theories, methods and practices of Engineering that enables professional judgments to be made about the documentation or treatment of historic structures and machines in the United States and its Territories; **AND** products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Engineers).

(Note: only persons who are licensed to practice Engineering in that State may prepare and seal plans and specifications in order to obtain construction permits, authorize payments to contractors, and certify that the work is complete. However, State staff, State Review Board members, and CLG staff or Commission members who are not licensed, but who meet the Standard for Engineer under (b) or (c) above, can review

proposed and completed work for compliance with the applicable Secretary's Standards for Tax Act, HPF Grant, or other related programs.)

ACADEMIC BACKGROUND FOR ENGINEERING

Closely related fields: The Bachelor of Civil Engineering degree is a five-year degree that is unlikely to include historic preservation course work. The same is true of a Masters of Civil Engineering degree. An Engineer with an Engineering degree is well grounded in all aspects of engineering practice, including design, planning, construction specifications, and contract administration. Although this background is essential, additional training is needed in order to understand and work with historic structures, sites, and machines, with their complex material evolution and treatment problems. Specialized training, to supplement that provided by the professional Engineering program, should be acquired in such areas as American Architectural and Engineering History, History of Technology, Architectural Preservation, Conservation, Historic Construction Technologies, Historic Building Materials, Historical Archeology, and Historic Preservation.

Discipline specialization: Civil Engineering, Electrical Engineering, Mechanical Engineering, and Structural Engineering are typical specializations within the broader discipline of Engineering. The two specializations most often used in historic preservation projects are Civil and Structural Engineering. Occasionally, there may be the need for a Mechanical Engineer to address issues concerning historic machinery such as locomotives, steam engines, water turbines, electric generators, and similar machines and equipment, or particularly complex mechanical systems in a historic structure.

APPLYING THE STANDARD FOR ENGINEERING

Documenting Professional Experience: To be licensed by a State Government as a professional Engineer, an individual must pass a written exam and successfully fulfill education, training, and experience requirements. In addition, a professional Historical Engineer has both theoretical knowledge and technical skill associated with preserving historic structures and machines, and with the application of Engineering theories, methods, and practices that enables professional judgments to be made about the evaluation, documentation, or treatment of historic structures and machines in the United States and its Territories. A professional Historical Engineer typically has gained experience on structural preservation projects, which have included research and detailed investigations of historic structures or mechanical artifacts and preparation of recommendations for the treatment of such properties in order to preserve them in accordance with the appropriate Secretary's Standards for Archeology and Historic Preservation (particularly the Secretary's Standards for the Treatment of Historic Properties).

Products and activities: Professional experience and expertise must be documented through "products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation." Products and activities that meet the Secretary Standards for Archeology and Historic Preservation may include:

- Plans and Specifications for the preservation, rehabilitation, or restoration of historic structures, such as bridges, dams, canal locks, and for the structural rehabilitation or seismic stabilization of buildings.
- Adaptive reuse or feasibility studies that make recommendations for preserving or structurally stabilizing historic structures, including bridges.
- Historic Structure Reports or Condition Assessments of historic structures or machines.
- Documentation that meets HABS/HAER standards for recording historic structures or machines.
- Experience applying the Secretary of the Interior's Standards for the Treatment of Historic Properties to the review of work on historic structures, sites or machines
- Awards for historic structure preservation, rehabilitation, or restoration received from local, regional, national, or international professional organizations.
- Publications, which might include articles in regional, national, or international professional journals, monographs, books, or chapters in edited books about the preservation of historic structures or machines.
- Presentations at regional, national, or international professional conferences, symposia, workshops, or exhibits about the preservation of historic structures or machines.
- Professional service on boards or committees or regional, national, or international professional organizations concerned with the preservation of historic structures or machines.

This list is not comprehensive. Furthermore, it should be understood that not all of these products and activities are needed in order to meet the Standard; rather, a combination of several products and activities would be more typical.